

**SUPERVISORY PROGRAM ANALYST**  
**GS-343-15**

**I. INTRODUCTION**

The Office of the Chief Financial Officer (OCFO) is responsible for developing, managing, and supporting a goals-based management system for the Agency that involves strategic planning and accountability for environmental, fiscal and managerial results; Agency-wide budget, resources management and financial management functions including program analysis and annual planning, budget formulation, preparation and execution; controls and systems for payroll and disbursements.

This position is the Director, Office of Resource and Information Management (ORIM), located in the Office of the Chief Financial Officer (OCFO). The incumbent is responsible for supervising a team that provides analytical and programmatic support to the Assistant Administrator/Chief Financial Officer (AA/CFO) and OCFO.

**II. DUTIES AND RESPONSIBILITIES**

The ORIM Director is responsible for managing the resources of OCFO. The incumbent staffs the Chief Financial Officer's Senior Resource Official functions, and carries out Senior Information Resource Official and Human Resources Program Management Official functions. The incumbent ensures OCFO's full, consistent participation in Agency initiatives and compliance with policies in resource management and other mission support functions.

Directs the development and execution of OCFO's budget, annual plan and strategic plan, including the development and monitoring of program goals, objectives and measures. Monitors OCFO performance against commitments. Provides special advice to the AA/CFO and OCFO senior managers in exercising the oversight and control on OCFO budget formulation, preparation, justification, and execution; financial management and workyear controls. Oversees the establishment and management of a system of administrative control of all funds and other resources included in the allowance controlled by OCFO and the development and administration of a managerial-financial control system. Ensures consistency and coordination in the development and application of OCFO's financial and management policies. Ensures that senior managers are provided with resource status reports, issue papers, and special analyses of budget and resource related matters essential to the management of OCFO. Plans, organizes, and carries through to completion analytical studies involving key agency resources. Studies are of such breadth and intensity that they often require input and assistance from other analysts and subject matter specialists in fields appropriate to the subject. Where the assistance of other analysts is required, the incumbent typically serves as the team leader responsible for assigning segments of the study to various participants, coordinating the efforts of the group, and consolidating findings into a completed product.

Directs a staff that provides support to the Senior Resource Official for OCFO. Provides overall coordination and oversight of acquisition and assistance management within OCFO. Ensures that extramural resources, both procurement (contracts) and assistance (grants, interagency agreements, and cooperative agreements) are efficiently and appropriately managed to maximize use of the Agency's resources. Ensures that managers of these resource comply with regulatory requirements and the Agency's policies and procedures, and that they develop competencies in the extramural resources management staff. Responsible for long-term procurement strategy of the Office and ensures coordination with the Agency's annual budget process. Ensures that OCFO staff involved in contracts and grants management are qualified and have been provided with adequate training and development. Ensures integrity of OCFO's contracts and grants management practices and consistency with Agency

regulations and procurement goals. Ensures that business management functions of contract and grants administration are properly carried out in OCFO.

Serves as liaison and coordinator for OCFO's activities in human resources management, including planning, oversight and evaluation of personnel allocations, diversity of workforce analysis and recruitment strategy, performance management and space allocation. Provides leadership for OCFO's human resource program, including developing, monitoring and overseeing hiring plans, affirmative action plans, internships, awards policies, and other special human resource programs. Represents OCFO in Agency human resource forums and is a focal point for initiatives proposed by the OCFO's Human Resource Council.

Coordinates OCFO's information resources planning and integration. Serves as Information Management Official for OCFO; oversees OCFO's information management goals, objectives and strategic plans; develops and maintains management processes to ensure that OCFO's use of information resources conforms to Agency requirements. Implements and oversees the AA/CFO's management information system, coordinates OCFO communication strategies and manages OCFO's compliance with the Freedom of Information Act and correspondence control systems.

Exercises supervisory personnel management responsibilities over staff members, making assignments and determining responsibilities and performance. Recommends appropriate incentives, assures safety practices, policies, counseling employees regarding their benefits, salaries, and the status of requirements of federal civil servants. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan. Responsible for communicating this support to subordinates and taking positive actions which will motivate and furnish opportunity to all personnel who participate in training, reassignments, details and other actions which prepare for advancement. Must be objective in appraising employee's qualifications and performance in selections for in-hiring, promotion and awards.

Manages OCFO's internal control process, with responsibility for all issues related to financial integrity fraud prevention, and audit coordination and follow-up. Responsible for OCFO's compliance with the Federal Manager's Financial integrity Act, conflict-of-interest, and ethic requirements. Identified and coordinates the development of corrective actions and reports to address concerns identified in Inspector General and GAO reports, and tracks the completion and centralized reporting of corrective actions by OCFO Offices. Conduct analyses and reviews to identify areas of exemplary or poor performance in OCFO functions.

Provides liaison and coordination with other EPA program offices, other Federal agencies, etc., regarding administrative, budget and program management issues. Serves as the OCFO point of contact for the Lead Region for Management. Advises on policy direction for OCFO, interrelationships between program policies and the overall effectiveness of these policies. Develops guidance and issues procedures for administration and program management for implementation by OCFO offices. Ensures that all cross-cutting activities of OCFO are carried out in a consistent, effective and timely manner.

#### NON-SUPERVISORY FACTOR LEVELS

##### **FACTOR 1. Knowledge Required by the Position - Level 1-8; 1550 pt.**

The incumbent in this position has mastered the application of a wide-range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

Knowledge of agency program goals and objectives, the sequence and timing of key program

events and milestones, and methods of evaluating the worth of program accomplishments. Work requires knowledge of relationships with other programs and key administrative support functions within the agency and/or with other agencies.

Study objectives are to identify and propose solutions to management problems which are characterized by their breadth, importance, and severity, and for which previous studies and established management techniques are frequently inadequate.

Prepares recommendations for legislation to change the way programs are carried out in evaluating the content of new or modified legislation for projected impact upon agency programs and resources, and/or in translating basic legislation into program goals, actions, and services.

Skill in planning, organizing, and directing team study work and in negotiating effectively with management to accept and implement recommendations, where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

**FACTOR 2. Supervisory-Controls - level 2-5; 650 pts.**

The employee is delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. The employee typically exercises discretion and judgment in determining whether to broaden or narrow scope of projects or studies. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

**FACTOR 3. Guidelines - Level 3-5; 650 pts.**

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives and agency management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within and outside the program office. Employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in their area of specialization.

**FACTOR 4. Complexity - Level 4-6; 450 pts.**

There is extreme difficulty in identifying the nature of the issues or problems to be studied, and in planning, organizing, and determining the scope of depth of the study. The nature and scope of the issues are largely undefined. Difficulty is encountered in separating the substantive nature of the programs or issues studied into their administrative, technical, political, economic, fiscal and other components, and determining the nature and magnitude of the interactions.

The work involves efforts to develop and implement programs based upon new or revised legislation requiring consideration of the immediate sequential, and long-range effects; both direct and indirect, or proposed actions on the public, other government agency programs, and/or private industry.

**FACTOR 5 Scope and Effect - Level 5-6; 450 pts.**

Work is performed by very broad and extensive study assignments related to agency programs

which are of significant interest to the public and congress. The programs studied typically cut across or strongly influence a number of government agencies. In many cases, the study assignments are of major importance to each of several departments and agencies, and because legislation may be conflicting or unclear, there may be disagreements about what department or agency has primary responsibility for significant aspects of the function studied.

Recommendations resulting from study assignments involve highly significant programs or policy matters and may have an impact on several departments or agencies. Analytical studies often lead to recommendations for the realignment of functional responsibilities, or other equally significant changes in the future direction of programs. Thus, the analyst's findings and recommendations may result in substantial redirection of Federal efforts or policy related to major national issues. Results of work are critical to the mission of the agency or affect large numbers of people on a long-term, continuing basis.

**FACTORS 6 AND 7. Personal Contacts and Purpose of Contacts - Level 4-d; 330 pts.**

Personal contacts include high-ranking officials such as other agency heads, key congressional officials and state executives.

The purpose of contacts are to justify or settle matters involving significant or controversial issues, e.g., recommendations affecting major programs, dealing with substantial expenditures, or significantly changing the nature and scope of organizations.

**FACTOR 8. Physical Demands - Level 8-1; 5 pts.**

The work is primarily sedentary, although some slight physical effort may be required.

**FACTOR 9. Work Environment - Level 9-1; 5 pts.**

Work is typically performed in an adequately lighted and climate controlled office. May require some occasional travel.

**TOTAL NON-SUPERVISORY POINTS= 4090 = GS-15**

**SUPERVISORY GRADE LEVEL CRITERIA**

**PROGRAM SCOPE AND EFFECT**

**LEVEL 1-5**

**900 Points**

Directs a program for which both the scope and impact of the program/organization directed are one or more of the following: Nation-wide and agency-wide and are subject to continual or intense congressional scrutiny or controversy.

**ORGANIZATIONAL SETTING**

**LEVEL 2-3**

**350 Points**

This position reports to a position that is at the SES level, equivalent or higher.

**LEVEL 3-3**

**775 Points**

Twenty five percent or more of the time is spent in accomplishing work through the combined technical and administrative direction of others.

Position number: 26345

Date classified: August 30, 2011

This position has the authority to perform the following duties: assign and review work, assure production and accuracy are met, approve leave, recommend performance standards and ratings,

AND

*(Check Applicable Responsibilities)*

☐ Carry out all of following authorities, plus at least 8 of the numbered (1-15):

- plan work, priorities, and schedules
  - assign work based on priorities, difficulty, and capabilities
  - evaluate work performance
  - advise, counsel, or instruct on work and administrative matters
  - interview for positions, recommend appointment, promotion, or reassignment
  - hear and resolve complaints, referring more serious complaints
- to higher level
- effect minor disciplinary measures
  - identify and arrange for developmental and training needs
  - improve production or quality
  - develop performance standards
- X☐1. Direct, coordinate, or oversee work through supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel, or similar oversight of contractors;
- X☐2. Exercise significant responsibilities in dealing with other officials or in advising management
- X☐3. Assure equity of performance standards and ratings developed by subordinates or comparable equity in assessing contractor work;
- ☐4. Direct major program segment of significant resources (e.g., multimillion dollar);
- X☐5. Make decisions presented by subordinate supervisors, team leaders, or similar personnel/contractors;
- X☐6. Evaluate subordinate supervisors or leaders, serves as reviewing official for non-supervisory employees;
- X☐7. Approve selections for subordinate non-supervisory positions;
- X☐8. Recommend selections for subordinate supervisory positions, work leaders, group leaders, project directors, etc.;
- X☐9. Hear and resolve group grievances or serious employee complaints;
- ☐10. Approve serious disciplinary actions for non-supervisory subordinates;
- X☐11. Decide on non-routine, costly, or controversial training needs;
- ☐12. Determine whether contractor work meets standards for payment;
- X☐13. Approve within-grade increases, extensive overtime, and travel;
- X☐14. Recommend awards/bonuses, position changes, and classification changes, subject to approval by higher level;
- X☐15. Find ways to eliminate or reduce work barriers, promotes team building, improves business practices

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## **PERSONAL CONTACTS**

### **Nature of Contacts**

#### **LEVEL 4A-4**

Contacts are generally with the following levels: influential outside individuals/groups, or regional/national organization representatives, key Congressional staff, state/local government representatives, and high level organizations in other Federal agencies. Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected questioning. Preparation typically includes briefing packages or similar presentation materials, requiring extensive analytical input by the employee and subordinates, and/or involving the assistance of a support staff.

100 P

### **Purpose of Contacts**

#### **LEVEL 4B-4**

125 Points

Contacts are to influence, motivate, or persuade persons or groups to accept opinions or take actions, or may involve the commitment or distribution of major resources, when there may be intense opposition or resistance. Requires the use of highly developed communication, negotiation, conflict resolution, and leadership skills

## **DIFFICULTY OF TYPICAL WORK DIRECTED**

#### **LEVEL 5-8**

1030 Points

At least twenty-five percent of the nonsupervisory duty hours of subordinates' workload (not positions or employees) is equal to the GS-13 level.

## **OTHER CONDITIONS**

#### **LEVEL 6-6**

1325 Points

The level of difficulty/complexity of the supervisory duties and authorities is based on supervising GS-13 or higher level work that involves coordination of very important/complex programs or segments, and major decisions having substantial effect on the organizations and a program managed; or manages subordinate supervisors over GS-12 level or higher work.

**Total Supervisory Points: 4605**  
**4055 and up = GS-15**